

**U. S. Fish & Wildlife Service
Bureau of Indian Affairs**

**TASK BOOK FOR THE POSITION OF
PRESCRIBED FIRE BURN BOSS 3**

(PRESCRIBED FIRE ASSIGNMENT REQUIRED)



TASK BOOK ASSIGNED TO:

INDIVIDUAL'S NAME, DUTY STATION, AND PHONE NUMBER

TASK BOOK INITIATED BY:

OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER

LOCATION AND DATE THAT TASK BOOK WAS INITIATED

The material contained in this book accurately defines the performance expected of the position for which it was developed. This Task Book is approved for use as a position qualification document in accordance with the instructions contained herein.

VERIFICATION/CERTIFICATION OF COMPLETED TASK BOOK

FINAL EVALUATOR'S VERIFICATION:

I verify that all tasks have been performed and are complete with signatures. I also verify that _____ has performed as a trainee on a prescribed fire and should therefore be considered for certification in this position.

EVALUATOR'S SIGNATURE AND DATE

EVALUATOR'S PRINTED NAME, TITLE, DUTY STATION, AND PHONE NUMBER

AGENCY CERTIFICATION:

I certify that _____ has met all requirements for qualification in this position and that such qualification has been issued.

CERTIFYING OFFICIAL'S SIGNATURE AND DATE

CERTIFYING OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER

POSITION TASK BOOK

This Position Task Book (PTB) lists performance requirements (tasks) for the U.S. Fish and Wildlife Service and Bureau of Indian Affairs Prescribed Fire Burn Boss 3 (RXB3) in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by a qualified evaluator, will result in a recommendation to the agency that the trainee be certified in that position.

Evaluation and confirmation of the individual's performance of all the tasks may involve more than one evaluator and can occur on more than one prescribed fire. This position requires specific tasks be performed in a prescribed fire field simulation or as part of a prescribed burn -- performance of these tasks on other types of incidents is NOT qualifying. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated. All bullet statements within a task which require an action (contain an action verb) must be demonstrated before that task can be signed off.

RESPONSIBILITIES:

1. The **local office** is responsible for:
 - Selecting trainees based on unit needs.
 - Ensuring that the trainee meets the training and experience requirements for the position.
 - Issuing PTBs to document task performance.
 - Explaining to the trainee the purpose and processes of the PTB, as well as the trainee's responsibilities.
 - Providing evaluation assignments and/or making the trainee available for evaluation assignments.
 - Providing a qualified evaluator for local assignments.
 - Tracking progress of the trainee.
 - Confirming PTB completion.

- Determining certification per agency policy.
- Issuing proof of certification.

2. The **individual** is responsible for:

- Reviewing and understanding instructions in the PTB.
- Identifying desired objectives/goals for a training or evaluation assignment.
- Providing background information to an evaluator.
- Satisfactorily demonstrating completion of all tasks for an assigned position within 3 years.
- Assuring the Evaluation Record is complete.
- Notifying unit personnel when the PTB is completed and providing a copy.
- Keeping the original PTB in personal records.

3. The **evaluator** is responsible for:

- Being qualified and proficient in the position being evaluated.
- Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals of the assignment.
- Reviewing tasks with the trainee.
- Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
- Identifying tasks to be performed during an evaluation period.

- Accurately evaluating and recording performance. Satisfactory performance shall be documented by dating and initialing completion of the task. Unsatisfactory performance shall be documented in the Evaluation Record.
- Completing the Evaluation Record found at the end of each PTB.
- Signing the verification statement on the front cover of the PTB when all tasks have been initialed.
- Conducting a close-out interview with the trainee and assuring that documentation is complete.

QUALIFICATION RECORD

POSITION: PRESCRIBED FIRE BURN BOSS 3 (RXB3)

| TASK | EVALUATION RECORD # | EVALUATOR: Initial & date upon completion of task |
|--|------------------------|---|
| <p><u>GENERAL</u></p> <p>1. Review agency procedures, policies and regulations for prescribed fire as related to position through conversations with supervisor and/or reading of agency manuals and handbooks. Identify the relationship of the Burn Boss with other prescribed fire positions.</p> <p>2. Review the burn plan and ensure all burn plan requirements are met.</p> <ul style="list-style-type: none">● Review the kind, number, and placement of equipment and personnel to meet burn plan/resource management objectives.● Review the availability of scheduled resources.● Combine different resources to effectively meet objectives.● Conduct documented (formal or informal) hazard analysis.● Review appropriate site-related planning documents, such as fire ecology of various vegetation types and ecosystems, and fire management plans.● Ensure that holding/contingency plan adequately addresses expected fire behavior outside unit and the probability of containment of spot fires with available resources.● Verify qualifications of assigned personnel. | | |

QUALIFICATION RECORD
Continuation Sheet

POSITION: PRESCRIBED FIRE BURN BOSS 3 (RXB3)

| TASK | EVALUATION RECORD # | EVALUATOR: Initial & date upon completion of task |
|--|------------------------|---|
| <p>3. Safety: Ensure that all phases of the prescribed fire operation, from burn plan preparation to final mop up and declaration of the prescribed fire as "out", stress the safety of all personnel. Some of the following bullet statements for this task will be repeated throughout the task book. This is intentional.</p> <ul style="list-style-type: none">● Conduct documented hazard analysis.● Verify qualifications of assigned personnel.● Within the planning phase of the burn, recognize critical safety issues and insure that hazards and risks are mitigated prior to beginning the burn.● During the pre-ignition briefing, communicate safety issues to burn crew. Ensure that burn crew is aware of all hazards and risks, and mitigation measures, including but not limited to PPE, safety zones, escape routes, and lookouts.● During the burn, recognize changing weather, fire behavior or other conditions which may affect personnel safety. Communicate this information to necessary personnel and provide appropriate actions to ensure continued safe operations. | | |

QUALIFICATION RECORD
Continuation Sheet

POSITION: PRESCRIBED FIRE BURN BOSS 3 (RXB3)

| TASK | EVALUATION RECORD # | EVALUATOR: Initial & date upon completion of task |
|--|------------------------|---|
| <p><u>PRESCRIBED FIRE ACTIVITIES</u></p> <p>1. Recon burn unit.</p> <ul style="list-style-type: none"> ● Determine and evaluate the placement of needed control line. ● Recognize critical safety issues. ● Identify fuel characteristics which affect fire behavior. ● Verify burn plan components, such as staffing and equipment, resources, prescription parameters, contingency plan, mitigation techniques for air quality, etc. | | |
| <p>2. Obtain and interpret current fire environment conditions, such as weather, fuel moisture, and soil moisture.</p> <ul style="list-style-type: none"> ● Collect local and regional weather observations. ● Make precise weather observations on the fire site. ● Collect fuel and soil moisture data, such as fuel moisture stick readings and various drought indices. ● Describe procedures for requesting and receiving spot weather forecasts. ● Ensure that needed spot weather and smoke dispersal forecasts are in hand and have been analyzed against the prescription. | | |

QUALIFICATION RECORD
Continuation Sheet

POSITION: PRESCRIBED FIRE BURN BOSS 3 (RXB3)

| TASK | EVALUATION RECORD # | EVALUATOR: Initial & date upon completion of task |
|--|------------------------|---|
| <p>3. Given current and predicted environmental conditions (such as weather, smoke management forecasts, fuel moisture), air quality clearance, resource status (staffing and equipment), and national, regional and local preparedness levels, make "go/no-go" decision.</p> <ul style="list-style-type: none">● Analyze operational situations/factors to determine if burn plan can be implemented.● Evaluate fire behavior and weather conditions.● If appropriate, evaluate test fire results, including smoke impacts, current versus desired fire effects, observed versus predicted fire behavior, etc.● Describe consequences of "go/no-go" decision and notify appropriate personnel. | | |

QUALIFICATION RECORD
Continuation Sheet

POSITION: PRESCRIBED FIRE BURN BOSS 3 (RXB3)

| TASK | EVALUATION RECORD # | EVALUATOR: Initial & date upon completion of task |
|---|------------------------|---|
| <p>4. Conduct operations according to agency-specific policies and standards, emphasizing safety and meeting of plan objectives.</p> <ul style="list-style-type: none"> ● Ensure burn site perimeters and special areas of concern have been identified and marked. ● Ensure public information and hazard warning signs are posted and maintained. ● Protect cultural and natural resources and capital improvements. ● Ensure on-site prescription variables are measured. ● Ensure timely fire behavior predictions are made. ● Recognize fire behavior which endangers personnel, identify alternative tactics, and implement chosen mitigation alternatives. ● If necessary, apply appropriate tactics for sensitive areas and threatened and endangered (T&E) species. ● Ensure safety of personnel, observers, and the public. ● Terminate burn if smoke, resource, and fire management objectives are not being met. ● Know when to declare prescribed fire a wildland fire per agency policy. ● Declare prescribed fire out per agency policy. ● Identify safety hazards and use precautions for various procedures. | | |

QUALIFICATION RECORD
Continuation Sheet

POSITION: PRESCRIBED FIRE BURN BOSS 3 (RXB3)

| TASK | EVALUATION RECORD # | EVALUATOR: Initial & date upon completion of task |
|--|------------------------|---|
| <p>5. Direct specific resources to complete operational assignments.</p> <ul style="list-style-type: none"> ● Identify additional staffing needs. ● Adhere to local policy for ordering, use, and release of additional resources. ● Verify resource needs are on-site, and then make tactical assignments. ● Conduct pre-ignition briefing, to include burn objectives, operational procedures, and safety issues. ● Ensure tactical assignments are completed. ● Complete any subordinate task for an unfilled position. ● Demonstrate communication skills as they relate to supervision. ● Articulate performance requirements to subordinates. ● Lead and direct the actions of subordinates. ● Evaluate the performance of subordinates and take appropriate action. | | |
| <p>6. Provide for monitoring of smoke emissions for health, safety, vista impairment, and fire behavior effects.</p> <ul style="list-style-type: none"> ● Identify acceptable emission levels for a given situation and implement mitigation as needed. | | |

QUALIFICATION RECORD
Continuation Sheet

POSITION: PRESCRIBED FIRE BURN BOSS 3 (RXB3)

| TASK | EVALUATION RECORD # | EVALUATOR: Initial & date upon completion of task |
|---|------------------------|---|
| <p>7. Remain in communication with crew members, assigned supervisor, and adjoining forces.</p> <ul style="list-style-type: none"> ● Advise crew members of potential or impending safety hazards. Inform of appropriate mitigation actions, such as posting of lookouts and identification of safety zones and escape routes. ● Demonstrate communication skills appropriate to the burn organization, and situations encountered. ● Ensure that radios and communication hardware are in place, and that frequencies are posted and known by all. | | |
| <p>8. Ensure pre-burn coordination and communication is maintained between the burn organization(s) and other offices, agencies, air quality authorities, news media, transportation agencies, safety officials, and interested public.</p> <ul style="list-style-type: none"> ● Obtain permits or clearances as required by agency policy or local, state or federal regulation. ● Notify appropriate people of the intent to burn (such as dispatcher, fire staff, cooperators, and landowners). ● Coordinate with resource specialist(s). ● Recognize information and public information needs at appropriate level; respond productively and effectively. | | |

QUALIFICATION RECORD
Continuation Sheet

POSITION: PRESCRIBED FIRE BURN BOSS 3 (RXB3)

| TASK | EVALUATION RECORD # | EVALUATOR: Initial & date upon completion of task |
|---|------------------------|---|
| <p><u>POST- BURN OPERATIONS</u></p> <p>1. Evaluate and document the accomplishment of fire objectives, operational procedures, and assigned personnel.</p> <ul style="list-style-type: none"> ● Collect, analyze, and summarize immediate post-burn fire effects and fire behavior evaluation data as specified in prescribed fire plan. ● Compare results to original fire objectives and submit as part of prescribed fire report. ● Complete all required documentation for the burn plan. ● Complete personnel evaluations. ● Recommend changes for incorporation in future burn plans. | | |
| <p>2. Ensure the post-burn narrative, time and equipment records, reports, cost summaries, and unit logs are completed as necessary.</p> | | |
| <p>3. Monitor implementation costs and make the appropriate notifications.</p> <ul style="list-style-type: none"> ● Describe desired cost limits set by the burn plan. | | |

INSTRUCTIONS FOR EVALUATION RECORD

There are four separate blocks allowing evaluations to be made. These evaluations may be made on incidents, by simulation in classroom, or in daily duties, depending on what the Position Task Book indicates. This should be sufficient for qualification in the position if the individual is adequately prepared. If additional blocks are needed, a page can be copied from a blank Task Book and attached.

Location: Identify location of the burn by unit.

Type: Enter type of prescribed fire (i.e., underburning, slash, stand replacement, etc.).

Fuel Model: Enter 1 of the 13 NFFL fuel models under which the individual was evaluated.

Number and Types of Resources: Enter number of resources and types assigned to the burn pertinent to the trainee's Task Book position.

Start/End Date: Enter dates this record is being completed.

Evaluator's Recommendations: Enter recommendations based on evaluation of the individual against the tasks listed for the position. These recommendations will generally fall within one of the following categories:

1. The individual has successfully performed all tasks for the position, and should be considered for certification.
2. The individual was not able to complete certain tasks (listed with evaluator's comments), or additional guidance is required.
3. Not all tasks were evaluated on this assignment, and an additional assignment is needed to complete the evaluation.
4. The individual is deficient in the performance of tasks for the position, and must complete all training (both mandatory and suggested) prior to further assignment as a trainee.

Evaluator's Name and Agency: Please *print* evaluator's name, office location, and phone number for future reference.

Evaluator's Signature: By signing this record, the evaluator certifies that recommendations are based on a thorough evaluation of the individual's performance against the tasks listed for the position.

EVALUATION RECORD

#1

PRESCRIBED FIRE BURN BOSS 3 (RXB3)

| | | |
|---|-----------------|------------------|
| Burn Location _____ | Burn Type _____ | Fuel Model _____ |
| Start Date _____ | End Date _____ | |
| Number and Type of Resources _____ | | |
| <p>The tasks initialed and dated by me have been performed under my supervision and in a satisfactory manner by the trainee. I recommend the following for further development of the trainee:</p> <p>_____ The trainee has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The trainee was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment, and an additional assignment is needed to complete the evaluation.</p> <p>_____ The trainee is severely deficient in the performance of tasks for the position, and must complete additional training (comments below) prior to a further assignment as a trainee.</p> | | |
| Comments _____ | | |
| | | |
| | | |
| | | |
| | | |
| Evaluator's Printed Name, Home Unit, Address, Phone Number | | |
| | | |
| | | |
| | | |
| | | |
| Evaluator's Signature _____ | | |

TRAINEE NAME _____

EVALUATION RECORD

#2

PRESCRIBED FIRE BURN BOSS 3 (RXB3)

| | | |
|---|-----------------|------------------|
| Burn Location _____ | Burn Type _____ | Fuel Model _____ |
| Start Date _____ | End Date _____ | |
| Number and Type of Resources _____ | | |
| The tasks initialed and dated by me have been performed under my supervision and in a satisfactory manner by the trainee. I recommend the following for further development of the trainee: | | |
| <input type="checkbox"/> The trainee has successfully performed all tasks for the position and should be considered for certification. | | |
| <input type="checkbox"/> The trainee was not able to complete certain tasks (comments below) or additional guidance is required. | | |
| <input type="checkbox"/> Not all tasks were evaluated on this assignment, and an additional assignment is needed to complete the evaluation. | | |
| <input type="checkbox"/> The trainee is severely deficient in the performance of tasks for the position, and must complete additional training (comments below) prior to a further assignment as a trainee. | | |
| Comments _____ | | |
| _____ | | |
| _____ | | |
| _____ | | |
| - | | |
| Evaluator's Printed Name, Home Unit, Address, Phone Number | | |
| _____ | | |
| _____ | | |
| _____ | | |
| _____ | | |
| Evaluator's Signature _____ | | |

TRAINEE NAME _____

EVALUATION RECORD

#3

PRESCRIBED FIRE BURN BOSS 3 (RXB3)

Burn Location _____ Burn Type _____ Fuel Model _____

Start Date _____ End Date _____

Number and Type of Resources _____

The tasks initialed and dated by me have been performed under my supervision and in a satisfactory manner by the trainee. I recommend the following for further development of the trainee:

____ The trainee has successfully performed all tasks for the position and should be considered for certification.

____ The trainee was not able to complete certain tasks (comments below) or additional guidance is required.

____ Not all tasks were evaluated on this assignment, and an additional assignment is needed to complete the evaluation.

____ The trainee is severely deficient in the performance of tasks for the position, and must complete additional training (comments below) prior to a further assignment as a trainee.

Comments _____

Evaluator's Printed Name, Home Unit, Address, Phone Number

Evaluator's Signature _____

TRAINEE NAME _____

EVALUATION RECORD

#4

PRESCRIBED FIRE BURN BOSS 3 (RXB3)

| | | |
|---|-----------------|------------------|
| Burn Location _____ | Burn Type _____ | Fuel Model _____ |
| Start Date _____ | End Date _____ | |
| Number and Type of Resources _____ | | |
| The tasks initialed and dated by me have been performed under my supervision and in a satisfactory manner by the trainee. I recommend the following for further development of the trainee: | | |
| <input type="checkbox"/> The trainee has successfully performed all tasks for the position and should be considered for certification. | | |
| <input type="checkbox"/> The trainee was not able to complete certain tasks (comments below) or additional guidance is required. | | |
| <input type="checkbox"/> Not all tasks were evaluated on this assignment, and an additional assignment is needed to complete the evaluation. | | |
| <input type="checkbox"/> The trainee is severely deficient in the performance of tasks for the position, and must complete additional training (comments below) prior to a further assignment as a trainee. | | |
| Comments _____ | | |
| _____ | | |
| _____ | | |
| _____ | | |
| - | | |
| Evaluator's Printed Name, Home Unit, Address, Phone Number | | |
| _____ | | |
| _____ | | |
| _____ | | |
| _____ | | |
| Evaluator's Signature _____ | | |

TRAINEE NAME _____

GLOSSARY

Evaluator

One who judges or rates performance of a trainee based on a specific task.

Position Performance

Performing multiple tasks in context of doing the job of the target position. Trainees must demonstrate the ability to do the job.

Trainee Assignment

An assignment that is performed in conjunction with a fully qualified person for the purpose of demonstrating knowledge, skills, and abilities required in accomplishing the tasks of the position.

Trainee

A person who has completed all required prerequisites and has been nominated to a training position.